

March 28, 2011

SFFB Standard Operating Procedures for Entrance to the Building.

Public Entrance:

Visitors must be pre-announced on a Visitor Authorization form (available at the Building Management Service desk or electronic version). Visitor Authorization forms signed by a responsible official and received by the Building Management Office (hard copy or email) at least twenty four (24) hours ahead of time will be approved and carried to the entry security guards by GSA staff. Visitor Authorization forms submitted less than twenty-four (24) hours before the scheduled arrival must be personally delivered to the GSA Building Management staff for approval, then delivered (by the requesting agency) to the entry security guards.

The Visitor Authorization forms can be emailed to:

- GSA Service Desk at SFFBServiceDesk@enovity.com
- And cc:
- Angel Gonzalez at angel.gonzalez@gsa.gov
 - Lily Yichoy at lyichoy@envoity.com
 - Warren Sitterley at warren.sitterley@gsa.gov
 - Melodie Vero at melodie.vero@gsa.gov

Forgotten or lost building ID:

The security staff will ask for a supervisor's telephone number to confirm that the person works here. The supervisor or a delegate will come to the lobby, confirm that the individual works here and is in good standing with the agency. The employee signs their name in the employee "lost badge" log. (This procedure ensures that the employee wasn't separated recently and is not returning to cause harm.)

Other Federal ID:

Other Federal ID (such as the Court, EPA, etc.) is honored and the employee is allowed unimpeded access to the building.

Uniformed Law Enforcement:

Uniformed law enforcement officers are allowed unimpeded access to the building.

Loading Dock:

Contractors or tradespersons must be pre-announced on a Visitor Authorization form (available at the building Management Service desk or electronic version). Visitor Authorization forms signed by a responsible official and received by the Building Management Office (hard copy or email) at least twenty four (24) hours ahead of time will be approved and carried to the Loading Dock and Mission Street security guards by GSA staff. Visitor Authorization forms submitted less than twenty-four (24) hours before the scheduled arrival must be personally delivered to the GSA Building Management staff for approval, then delivered (by the requesting agency) to the Loading Dock and Mission Street security guards.

All tradespersons enter through the loading dock. They will be asked to surrender their photo ID (typically their CDL). They are then issued a sticker identifying them as “contractors”. All tools and such material as is practical are screened by the x-ray machine.

Exceptions are the U. S. Post Office whose personnel are in uniform and doing business rarely out of sight of the guard at the Loading Dock.

Visitors (generally VIPs in GOVs) calling upon an agency occasionally enter through the dock. Building Management asks that the agency advise us in writing (e-mail typically) of their arrival. We make sure the security staff is aware of who they are, and what make and model of car they are in. Agency representatives must meet the visitor and escort them to the agency space.

VIP’s with security details must coordinate with the Building Management staff in advance and are handled in a manner that meets with the approval of the security staff.

Warren Sitterley
GSA Deputy Property
Manager